

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, February 23, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

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**Present:** Tom Lund, Robert Miller, Kris Schuller, Tony Theisen  
**Excused:** Mark Tumpach  
**Also Present:** Supervisor Evans, Doug Marsh, Rob Strong, Troy Streckenbach, Debbie Klarkowski, Kevin Raye, Carolyn Maricque, John Luetscher, Brad Toll

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**I. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

**II. Approve/Modify Agenda:**

Item Number 2 on the agenda had been handled at a prior Executive Committee meeting and therefore was removed from this agenda.

**Motion made by Supervisor Theisen, seconded by Supervisor Miller to adopt the agenda as modified. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of January 26, 2012.**

**Motion made by Supervisor Miller, seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**1. Review of minutes:**

- a. **Housing Authority (December 19, 2011).**

**Motion made by Supervisor Theisen, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Communications**

- 2. Communication from Supervisor Buckley re: Draft a resolution to add a fraud investigator for the Sheriff's Department to be used in conjunction with the current fraud investigator assigned to work with Human Services. This position would need to be reviewed after 1 year. Funding could come from carryover monies at the 2011 Sheriff's Department budget. *Held for a month.***

*This communication was struck from this agenda as it had been handled at the January Executive Committee meeting.*

- 3. Communication from Supervisor Erickson re: Have Human Resources send out a memo to all Departments informing all employees about the new prescription deductibles. *Referred from February County Board.***

Human Resources Debbie Klarkowski stated that this had been posted on the website when it was approved last month and another memo had also gone out advising all department heads to share this with their staff.

**Motion made by Supervisor Theisen, seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Supervisor Miller re: Brown County shall give the Visitor and Convention Bureau (VCB) an additional \$180,000 per year in room tax from the Stabilization Fund (excess room tax and refinancing surplus). Brown County shall renegotiate the lease with VCB to charge an additional \$15,000 per month from the Resch Center Tenant and Sub Tenant. It is hoped that the additional rent would be devoted to maintenance of the Resch Center facility. *January Motion: To increase stabilization funding for use for maintenance. Referred back from February County Board.***

**Motion made by Supervisor Miller, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

- #4a **Communication from Supervisor Evans re: Brown County will commit to making the payments to retire a twelve million dollar borrowing by the City of Green Bay to finance the KI expansion project. These payments will be from the excess room tax stabilization fund until the existing bonds are retired on or about 2029. Furthermore, when the existing bonds are paid off, the room tax reverts to the local municipalities which the City of Green Bay will use to pay off the KI expansion borrowing. Upon approval of the above by the Brown County Board, all affected municipalities will approve a 2% room tax increase to be designated for the VCB.**

Supervisor Evans, City of Green Bay Planning and Development Director Rob Strong and President of the Greater Green Bay Convention and Visitors Bureau (CVB) Brad Toll, addressed the Committee.

Supervisor Evans stated that the \$12 million dollar figure is a cap and will go to 2029 and from there the City of Green Bay will take over. He stated that they are trying to make all parties involved happy and he felt that the resolution drafted by Corporation Counsel John Luetscher will do that. The resolution provides funding for CVB with the additional proposed 2 percent room tax, and the municipalities are onboard with that. The resolution will also free up PMI to have negotiations with the County and those dollars can then be used towards maintenance of the Resch Center since excess room tax dollars cannot be used for maintenance. This resolution will also provide the opportunity to do the expansion of KI which is a regional facility. Evans is asking that this Committee support this and send to it on to the Executive Committee. Evans continued that this was passed unanimously at the City Finance Committee and then went to the full City Council where it was also passed unanimously.

Rob Strong confirmed that the City Council passed this unanimously with no discussion. He stated that this resolution gives the City the opportunity to expand the KI and be competitive in the marketplace. Strong continued that there are three funding sources: 1) the PMI agreement; 2) the existing 8 percent room tax that is being paid right now to the trustee and used to cover the bonds that the County will guarantee to the Resch Center and KI expansion; and 3) surplus of funds building up in the stabilization fund. Strong stated that one of the things that comes up over and over is the cap and what they are trying to do with this proposal is establish what the cap will be. He stated that the City will borrow \$12 million dollars and the County would pay 17 years towards that and that would be the County's cap. In 2029 when the

\$12 million dollars is paid off, the room tax will then go back to the other communities including the City of Green Bay and be applied towards paying off the remainder of the debt.

Evans stated that there can be a sunset clause with regard to this proposal and stated that simply receiving approval of the funding from the County would not mean that the project is done. There would still be work to do with regard to management fees, naming rights, grants and things of that nature. He also stated that they would be looking to see if there would be any funding available from the State. Evans felt it was important to point out that sometimes people think of the Resch Center as a County owned facility and the KI as a City owned facility, however, in reality, the KI is basically owned by the Green Bay RDA, and the Resch Center is actually owned by the Ashwaubenon CDA.

Brad Toll stated that the CVB supports expansion of the KI Center. They were part of the study initially in that much of the information used by Betsch Associates came from the CVB database. Toll continued that what is being proposed is not a monstrosity by any means. He stated that they are looking to add 30,000 square feet which would bring the KI Center up to about 76,000 square feet and would put the KI in a very good position to compete in the Wisconsin market. He stated that it is a fantastic arrangement when you have a convention center with hotels attached on both sides and felt that this would be an excellent product. He continued that the report from Betsch Associates indicates that the business that could be attracted on an annual basis is in the neighborhood of \$4 million dollars and Toll felt that a lot of that business would be coming from Wisconsin associations which makes him very comfortable with the proposal. He felt there were quite a few Wisconsin associations that would love to have their conventions in Green Bay; however, the KI does not currently fit their needs but would with the expansion. He also felt that regional chapters of national businesses or associations would also be a good fit so we would be able to go after some bigger groups. He let the Committee know that he appreciates their consideration and felt that it was very important as a community that we continue to grow and improve and felt this was an excellent project which would help the service industry as well as grow tax dollars.

Supervisor Theisen stated he supported this and also felt that the skywalk that currently exists is an important feature not only from a weather standpoint, but from a security standpoint as well. Toll agreed with this and Strong said that the existing skywalk will remain to provide pedestrian access.

Supervisor Miller stated that he also was in support of this. As a downtown supervisor he felt that Green Bay's downtown will be energized and there are a lot of things going on in downtown which would make it an attractive destination for conventions.

County Executive Troy Streckenbach, Corporation Counsel John Luetscher and Interim Director of Administration Carolyn Maricque next addressed the Committee.

Streckenbach wished to address some concerns that the County has with regard to the proposed resolution. He felt that this was a very important project for many reasons. He continued that he had been watching what is happening with the WIAA conversations concerning moving State tournaments and it had become clear to him that Green Bay has an identity issue that needs to be resolved. One area he felt needed to be addressed was our downtown and embracing it and making it a great place to live, work and play. Until this is done, he felt we would continue to see the comments coming out of the Milwaukee and Madison newspapers where they are certainly not making Green Bay out to be an appropriate

location for championship games and he finds this disconcerting because ultimately we have a great product as a community, but we need to figure out ways to embrace it.

Streckenbach continued that along with the discussion of the KI expansion comes the discussion of where to find adequate resources to be able to fund the project. With that also comes a brand identity and in order to do that you need to have a product, you have to have a maintenance plan in place and you also have to have appropriate marketing and these are things we need to work through.

One area of concern for Streckenbach is that as we increase the room tax up to 10 percent, we need to make sure that the additional 2 percent is not being taxed by the additional municipal fees that are being taken out.

The second area of concern would be that all municipalities support the additional 2 percent and it appears that the majority do with the exception of De Pere, and most have already passed the 2 percent increase to go to the CVB and we know that the City of Green Bay has moved from the 1:1 ratio to 2 percent with the caveat that the County is a participant. Streckenbach also stated that there needs to be a sunset clause in the resolution.

Streckenbach continued that the County is in the process of refinancing the CDA which is the Resch Center's bonds and it is believed that this will take place, although it has not at this point, but he felt that this should still be part of the resolution verifying guaranty that before it is decided to allocate or appropriate any funds out, that the refinancing needs to take place.

Streckenbach felt that one of the areas of longer debate is discussing the "what if". The "what if" he wanted to point out to the Committee is what if we as a County decide the municipalities raise the room tax 2 percent and that goes through and the CVB has its money and as a County we decide that we will earmark an amount to appropriate to the KI expansion, the County enters an agreement with CVB and/or PMI and the agreement is for a short period. After a year or two the County is no longer happy with the arrangement and wishes to discuss it again and then are unable to come up with an agreement, the amount is then off the table which would mean that the maintenance is also off the table. He wants that to be thought of as we are addressing the long term maintenance by going to the CVB with the 2 percent increase and there is an earmark of stabilization money to the KI expansion with the intent that the County is going to be able to renegotiate with PMI to earmark that \$850,000 that the CVB was at one point receiving.

Streckenbach continued that as the County Executive he wants to make sure that he is protecting the County's interest and he felt that in order to do this he felt that there needed to be language included in the resolution stating that the County needs to have a consensual renegotiated lease with the CVB, PMI or some other third party that addresses the long term maintenance issues.

The next part that Streckenbach felt was important was who actually guarantees the payment. A cap of \$12 million dollars from the stabilization fund is being discussed, but this number will be debated by the Board and it was Streckenbach's hope that a number will be agreed upon to make the project proceed. However, he does not feel that the County should be guaranteeing two revenue streams. Right now the County is guaranteeing roughly \$47 million dollars on the current bonds but then we are going to turn around and guarantee an additional \$12 million dollars. He felt that was taking on a lot of risk and if the room tax is increased to 10 percent, the only place that the County would have to go back to would be back to the CVB and ask for

funding back, or, the County would have to levy. He realizes that these are worst case scenarios and it is his hope that these things would not take place, but he also felt that he had a fiduciary responsibility to the County and the taxpayers to examine these things and make sure that there are appropriate measures in place to protect the citizens of Brown County.

With that being said, Streckenbach stated that he is hoping to continue working on the resolution to bring forward something that adequately addresses the needs and concerns and can be adopted by the Board and allow the County to ultimately be a participant in the project. He just wants to ensure that all long term concerns of the County are addressed. He asked this Committee to allow the County the opportunity to draft a resolution that truly protects the County's interest and at that point the debate can be continued and work can continue with the City of Green Bay.

Miller asked Luetscher and Streckenbach if they felt that this resolution can be finished by the March Executive Committee meeting so that it could go to the County Board at the March 21 meeting. Streckenbach felt that they were very close to finalizing the resolution but the items he discussed did need to be considered. Streckenbach also stated that he is all in favor of this and wants to see this happen, but at the same time he felt an obligation to be sure that the County is protected.

Luetscher asked Strong for clarification if the City was asking for a resolution from the County that diverts whatever surplus funds exist in the room tax stabilization account to the RDA so they can use it for debt service, or if they are asking the County to guarantee payment for debt service on the RDA bonds of \$12 million dollars. Strong stated that the resolution says that the County is guaranteeing the payments until such time as the other bonds are paid off, at which time Green Bay would have the money from the room tax to pay the rest of the debt off. Strong also wished to point out that in the last month the City and County have come a long way in getting this to resolution form and that the County has been great to work with. He went on that he likes the framework of the current resolution, but felt that the framework could be moved forward to the Executive Committee to let them continue to work out the last few details. He stated that we have to find the comfort zone where the City can go to the Board with a proposal that everyone should come out of knowing that there is a little bit of risk that is spread among all involved. Strong continued that it does put the piece of the puzzle together for the CVB to continue to market the community. Strong felt that we could come forward with a package that all parties could endorse by the March County Board meeting.

Chair Lund stated that expansion of the KI along with getting rid of the mall and putting a street front through, as well as River Walk and City Deck makes Green Bay a stronger contender to get things such as the WIAA basketball tournament. He felt that these things can only bring good to the downtown and give it the shot in the arm it needs. Lund would like to see this move forward and an agreement be reached between all parties with the right structure so that Brown County is only liable for what they can afford. Lund asked Strong if the other players were going to come through because what is on the table now is for \$12 million dollars which is only about half of the money needed for the expansion. Strong replied that that is why the sunset clause was discussed and continued that if they are successful in pulling the City portion of the funding together there were other sources that they will look to for funding, including the KI maintenance fund, Hyatt management fee, TIF, naming rights as well as looking for any State grant opportunities. These things will be pursued as soon as a resolution is reached.

Supervisor Miller asked for clarification on the term "guarantee" and Streckenbach stated that his position is that the County would prefer not to guarantee the stabilization money. Miller

asked if the problem is that the City would be unable to borrow without the County guarantee and Luetscher stated that there may be an issue with that. Miller stated that his point is if the County is guaranteeing it, the entity that would be primarily liable would be the City of Green Bay and therefore the City would have to become judgment proof before the County taxpayers would have to pay.

*Supervisor Theisen was excused at 6:20 p.m.*

Streckenbach stated that the resolution in front of the Committee right now suggests that the County is going to guarantee the payment up to \$12 million dollars. Miller stated that what he wishes to clarify is if the County's liability is primary or secondary and Streckenbach stated that this is exactly the reason he does not want to rush this. The answer to that question needs to be hammered out and Streckenbach wants to be sure that everything is crystal clear. Luetscher stated that in terms of structuring the bonds, they obviously want to make the bonds as secure as possible, but Luetscher felt that we could go to them and say that the City and the City's taxing authority be primarily liable and the County gives a secondary guarantee so if for whatever reason the City could not pay the debt service, the County could then step forward. Luetscher felt that something of this nature would be possible.

Strong stated that the way the original bonds were structured when the POS went out and in looking for people to buy the bonds, it was stated that there is a guarantee by Brown County that they will repay the bonds. It is Strong's assumption that the issuer will say the City of Green Bay stands behind the bonds and they will have an agreement with the County that says they want the County to guarantee that there will be money to make payments so the bonding people would come after the City and then to the County. Miller felt that if the City of Green Bay did not pay, the County would pay and then the County could sue the City of Green Bay.

**Motion made by Supervisor Miller, seconded by Supervisor Schuller to refer to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY**

**#4b Resolution to Assist the City of Green Bay with KI Expansion Project.**

*This item was incorporated into Item 4a above.*

**Carryovers**

**5. 2011 to 2012 Carryover Funds – Administrative Services Division.**

**Motion made by Supervisor Schuller, seconded by Supervisor Miller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Facility Management**

**6. Interim Director's Report.**

Interim Director Doug Marsh stated that this will be his last report to this Committee due to the merger. He continued that he appreciated the support he has received from the Committee and has enjoyed working with them.

As far as a budget report, Marsh stated that the January information has not been posted and closed so there is no report, however he did state that expenses are trending within expectations and there are no budget issues that he is aware of.

Marsh continued that Facility Management is working on filling several open positions, particularly in the housekeeping area. They also continue to transition from Facility Management and Parks to Public Works – Facility Management Division and they are coordinating interim organization structure and day to day operations with Brian Lamers as necessary. Marsh will continue on as interim director for Facility Management until a new Director of Public Works is hired and he looks forward to fully supporting a new director.

In terms of low bid projects, Marsh stated that they are currently accepting a bid for shower and floor replacement at Our Place. One bid was received in the amount of \$12,500 and they also asked for an alternative bid including an epoxy floor and that was \$12,907 and that will be accepted based on the type of residential facility this is and the heavy use.

Marsh also provided a brief update regarding the MHC and stated that he had ongoing conversations with a local realtor regarding an interested out-of-state party; however, on January 3 he was notified that the out-of-state party was no longer interested as the investment group had fallen apart. Marsh also stated that he had been contacted the week before Christmas by an Appleton realtor from WREO Services and he met with the realtor on January 4, 2012 for a tour. Further, on January 9, 2012 a Senior VP from a development corporation in Fond du Lac contacted Marsh and expressed interest in the property and a tour was held on February 8, 2012. No letters of intent or offers to purchase have been received. From a maintenance standpoint, Marsh reported that they continue to pay minimal electricity charges for emergency and exterior lighting. There are two remaining water lines for a fire hydrant which the Fire Department would like to keep active.

Marsh continued with a report on current projects and stated that the Syble Hopp pool cover will be installed during the week of March 12. The total project cost is \$26,600 and is within budget. He also stated that there will be a Focus on Energy incentive of approximately \$5,000 in connection with this project. Annual energy savings with the pool cover will be approximately \$18,200. They are also in the process of installing acoustic panels in Branch 7 of the courthouse. The custom color sample has been approved and installation is scheduled for March 14. With regard to the gutter installation at the CTC, Marsh reported that that project is about 75% complete. Marsh also stated that they had recently looked at three condensers on the roof of the law enforcement center which need to be replaced along with the parking lots south of the jail and they have budgeted \$60,000 this year for those projects.

Marsh also stated that there will be a number of office reconfigurations and relocations in 2012 and a chart showing those is attached.

Marsh concluded his report by stating that there will be a feature article and EOC group photo in an upcoming WPS business newsletter as well as a video interview that will be posted on the WPS website, all of which focus on the Brown County energy efficiency and renewal energy projects completed in 2011.

**Motion made by Supervisor Schuller, seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Information Services**

##### **7. Director's Report.**

Interim IS Director Kevin Reye reported that he is continuing to gather information regarding the MS Office Suite versus Google apps in response to Supervisor Miller's communication. He

stated that IS currently uses some applications that interface into Excel and require pivot tables and other advanced features that some of the free software does not have. He will continue to gather other information and should have this available at the next meeting.

Raye also had an update on the issue of recording Committee meetings. He stated that to put a camera in would be inexpensive, but the bigger issue is how to get a meeting up onto a media server so people would not need to download a large file to view the meeting. He continues to investigate this and will keep the Committee updated.

**Motion made by Supervisor Miller, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Human Resources**

##### **8. Activity Report for January, 2011.**

**Motion made by Supervisor Miller, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **9. Human Resources Annual Report.**

Schuller stated he was surprised about the figures contained in the Dependent Eligibility Audit portion of the report and asked if the County could actually expect to see the \$1.3 million dollars in savings or if that was an estimated figure. Human Resources Director Debbie Klarkowski stated that figure was a five year estimate. Lund asked if the County would be looking at if an employee's spouse has access to health insurance, then the County would not cover the spouse. Klarkowski stated that the internal group just met to discuss the strategy for health insurance and what recommendations would be made going into 2013. She expects to talk a little further with the group before recommendations are made, but the recommendation should be going to Executive Committee in March. Klarkowski stated that if we look at an employee's spouse who has healthcare coverage available to them, we can look at it in a number of ways including spousal carve out, spousal surcharge, and/or looking at increasing the tiers of coverage.

Schuller recalled discussions in past meetings regarding the County's responsibility to continue the Brown County insurance program for retirees and asked what the current status of that was. Klarkowski stated that the retiree program continues and stated that someone who is employed with Brown County and eligible under the WRS requirement can continue on with retiree insurance at full premiums. As a result of the Dependent Eligibility Audit, they have found spouses of retirees on the program that are not eligible to remain on the program and a decision will have to be made as to how to handle this.

**Motion made by Supervisor Schuller, seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **10. Director's Report.**

**Motion made by Supervisor Miller, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**



**Department of Administration**

**11. Certificate of Achievement for Excellence in Financial Reporting.**

Interim Director Carolyn Maricque stated that this is from the GFOA who reviews the KAFR to ensure that the County is in compliance with best practices or standards for financial audit reporting and the County has received this award for many years.

**Motion made by Supervisor Schuller, seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**12. 2012 Budget Adjustment Log.**

**Motion made by Supervisor Schuller, seconded by Supervisor Miller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**13. Administrative Services Division 2011 to 2012 Carryover Funds.**

*This is a duplicate of Agenda Item 5.*

**14. Interim Director's Report.**

Maricque reported that they felt it was best to go with taxable debt in the refinancing of the CDA, especially with the potential to get additional revenue. She felt that this refinancing would be complete by the middle of March.

Maricque also provided the Committee with a report on the 2012 Capital Project Resolution and Financing, a copy of which is attached. She reviewed the projects that will be bonded and stated that the resolutions will go to the appropriate standing committees and then on to the full County Board for approval and then the financing will come through. She also wished to point out that a few of the costs have been reduced from what was in the budget book, for instance, the library renovations and interoperable radios.

With regard to the CDA refinancing as taxable debt, Miller wanted to know where the Resch Center maintenance is going to come from. Streckenbach stated that at this time there is no mechanism for this but they are hoping that the 2 percent room tax increase goes through. Streckenbach continued that in the event the 2 percent increase comes to fruition and all the municipalities get on board and agree that the 2 percent goes to the CVB, the County would then in return go back to CVB/PMI and look at the funds that are currently paid by PMI to the CVB and the County and then say rather than \$850,000 going to CVB as it has since the inception, the County would like to see that \$850,000 brought back to the County in some capacity for ongoing maintenance and a capital improvements fund.

Miller asked Streckenbach if CVB and PMI are onboard with this proposal and Streckenbach stated that they are aware of it but the County wanted to showcase the assessment to the County Board to show clearly that there are long term needs and that is why they are lobbying on the 2 percent before they go any further. Lund stated that if the 2 percent passes, they can then talk to PMI about diverting the \$850,000 to maintain the Resch Center. Since PMI is the main tenant in the Resch Center it would make more sense to them to make sure that the facility is in good shape and being maintained and it also makes more sense to the municipalities to make sure that the marketing of the area is done. Miller and Streckenbach both agreed with this.

Schuller asked if there is currently a contract with PMI and Streckenbach answered that the contract is actually with the CVB to PMI. PMI pays CVB and in return CVB gives the County \$160,000 per year.

Streckenbach stated they are looking at things in a very conservative nature because of the liability that the County is responsible for. In looking at the last 12 years, the room tax stabilization fund has only grown by \$2.6 million dollars. There are a lot of scenarios, but in the worst case scenario where Streckenbach wants to be sure there is protection is if this fund would go into a negative balance. Maricque added that in the first few years of the agreements, they will be using a portion of the stabilization fund to make the required payments, but they do not expect all of the collections to fund the debt 100 percent. Streckenbach stated that the payments are roughly \$3.7 million dollars, but they are not bringing in that amount in room tax to cover the initial payments. Maricque continued that 10 years from now, this will work out, but initially we will need to use the stabilization funds to pay the current Resch Center bonds. Maricque stated that if you look at the payment stream, compared to what the original payment stream was, it will be less.

Streckenbach stated that the cautious side they are trying to present is not to suggest that we don't move forward, but rather to look at all the scenarios and make sure we are prepared for them. He stated that one of the good things that came out of this whole thing is that they were planning on doing tax exempt refinancing of the bonds, but when they questioned different scenarios in trying to make the KI project more feasible, they found that by going taxable they would free up some revenue and thus have a mechanism to address the long term needs. Miller asked what the difference in interest rates was, but this information was not available, however Maricque stated that the difference is approximately \$2.5 million dollars in payments over the life of 17 years or roughly \$100,000 per year.

**Motion made by Supervisor Schuller, seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Child Support Agency** – No agenda items.

**Corporation Counsel** – No agenda items.

**County Clerk** – No agenda items.

**Treasurer** – No agenda items.

**Other**

**15. Audit of bills.**

**Motion made by Supervisor Miller, seconded by Supervisor Schuller to pay bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**16. Such other matters as authorized by law.**

**Motion made by Supervisor Miller, seconded by Supervisor Schuller to adjourn at 7:22 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

## 2012 Office Relocations

*last revised Feb 16, 2012*

*Jeff Oudeans, Project Manager (unless otherwise noted)*

Priority	Project	Project Status
	<b>County Clerk Office Remodeling</b>	<b>Project Completed</b>
1	<b>Park Department Relocation</b> From 2 <sup>nd</sup> floor Sophie Beaumont to 1 <sup>st</sup> floor Northern Building	<b>In construction</b> – Carpet install Feb 16-17, 2012 Slated for February 24, 2012 move with modular furniture tear-down and reinstall.
2	<b>Human Services Relocation</b> From CTC to Sophie Beaumont 1 <sup>st</sup> floor & Mezzanine (Danielski/Rowe)	<b>Moves &amp; move planning in progress.</b> Slated for <i>mid-January</i> thru mid-February moves – dates TBD.
3	<b>Medical Examiner Relocation</b> Law Enforcement Center (LEC); from 2 <sup>nd</sup> floor to lower level	<b>In construction</b> – painting, vinyl base and carpeting to be completed. Slated for mid-March move – dates TBD.
4	<b>D.A. Office Relocation</b> LEC; relocating staff & files from 2 <sup>nd</sup> and 3 <sup>rd</sup> floors and expanding to 1 <sup>st</sup> floor LEC	<b>In planning.</b> Slated for early March moves – dates TBD.
5	<b>Information Services Relocation</b> From 5 <sup>th</sup> floor Northern Building to 2 <sup>nd</sup> floor Sophie Beaumont	<b>In planning.</b>
6	<b>Health Department Relocation</b> Jeff Oudeans met with Judy Friederichs & Judy Knudsen on 10.19.11 to discuss the potential relocation possibilities	<b>In master planning</b> – exploring relocation options

DEPARTMENT OF ADMINISTRATION

*Brown County*

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February 23, 2012

TO: Administration Committee

FROM: Carolyn Maricque  
Interim Director of Administration

SUBJECT: 2012 Capital Project Resolution and Financing

Attached is the 2012 bond resolution that will be forwarded to the responsible Committees and Board of Supervisors. The resolution includes bonded capital projects approved by the County Board at its November 7, 2011, budget meeting. Please refer to pages 227 to 235 of the 2012 Adopted Budget Book for detailed descriptions of the 2012 bonded projects.

The projects, including the cost of debt issuance, are as follows:

Central Library Renovation	\$1,530,000
Highway Projects	\$6,192,000
Interoperable Radios	<u>\$1,678,000</u>
Total Bonding	\$9,400,000

Included in the resolution is the estimated cost of issuance for the bonds. If the resolution is approved by the County Board, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The following is a summary of the required steps:

1. Committee approve the project resolutions (various dates)
2. Executive Committee approves project resolutions from committees (March 12, 2012)
3. Board of Supervisors approves project resolution from Executive Committee (March 21, 2012)
4. Debt offer is advertised
5. Bid is opened in the County Clerk's Office. (May 16, 2012)
6. Bid results are presented to Executive Committee. (May 16, 2012)
7. Debt is approved by the Board of Supervisors. (May 16, 2012)

Please contact me at 448-4046 with any questions regarding the project resolutions or financing. Thank you.

cc: Troy Streckenbach, County Executive



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